

Title & Copy List Report

If you need to run a Title & Copy List report to view your textbook inventory, you will begin by logging into your school at <http://textbooks.ed.sc.gov> and clicking on the **Reports** tab.

Click on the **Textbooks** option.

Select the **Title & Copy List** report.

The screenshot shows the 'Textbook Reports' interface. On the left is a sidebar with 'My Favorites' and a 'Textbook' menu containing 'Patron', 'Report Builder', and 'Report Manager'. The main content area is titled 'Catalog -- Titles & Copies' and lists several report options with 'More' links: 'Barcode Lists', 'Lost Textbooks and Fines', 'Textbook Adoptions', 'Textbook Condition/Status', 'Title & Copy List' (highlighted with a red arrow), and 'Weeding Log'. Below this is a 'Circulation' section with links for 'Class Barcodes', 'Class List', 'Current Checkouts/Fines', 'Outstanding Textbook Obligations', and 'Textbook Checkout Summary'. At the bottom is an 'Inventory Control' section.

Formatting the Title & Copy List Report

Select & Sort by: Title.

Check ALL BOXES.

Choose the option for the report needed. **Show Titles Only** will give a summary report sorted alphabetically by textbook title. Other options are available for a more detailed Report.

Click **Run Report**.

The screenshot shows the 'List textbook titles & copies....' configuration page. It includes a sidebar with 'My Favorites' and a 'Textbook' menu. The main area has a 'Create New Report' button and a 'Saved Reports' button. Below is a 'List textbook titles & copies....' section with the following options: 'Select & sort by' set to 'Title', 'Include Teachers' Editions' (checked), 'Include Resource Kits' (checked), 'Include Bundles' (checked), 'Show Titles' set to 'Only', and 'Include the following information' with 'Default Budget Category' (checked), 'Grade Level' (checked), and 'Instructional Classification' (checked). At the bottom are 'Save Setup', 'Run Report' (button), and 'Run Report' (link) buttons.



